

## Parish Safeguarding Officer Role Description

The Parish Safeguarding Officer (PSO) is the **key link** between the diocese and a parish concerning safeguarding matters. The PSO is **appointed by** and **supports** the Parochial Church Council (PCC) in the delivery of its (the Council's) safeguarding responsibilities.

### Person specification:

1. Willingness and aptitude to undertake the role, attend the relevant training and undertake their own development in the field of safeguarding.
2. Ability to challenge in an appropriate, supportive manner.
3. Ability to demonstrate why safeguarding is intrinsic to the Christian faith.
4. Ability to instigate and manage difficult conversations.
5. Ability to articulate the need for culture change with regard to safeguarding in the Church as a whole, and in particular in their parish community.
6. Ability to demonstrate an empathetic and objective attitude with integrity when dealing with possible allegations of abuse.
7. Ability to manage sensitive information and, where needed, understand confidentiality and data sharing.
8. The PSO should not be related to, or have a [conflict of interest](#), with the vicar / priest (or anyone acting on their behalf as an interim arrangement);
9. Willingness to declare and explore with members of the Parochial Church Council /Diocesan safeguarding team ways to manage any potential [conflicts of interest](#)

### Role Description:

*Exact responsibilities may differ between parishes and different areas, depending on local circumstances. For instance, some parishes have a "team" of PSOs who share responsibilities, whilst other areas have one PSO supporting multiple parishes.*

## NATIONAL CHURCH INSTITUTIONS

1. Be familiar with the [Safeguarding e-manual | The Church of England](#) and how it is implemented in local practice.
2. Establish positive working relationships with the Diocesan Safeguarding Officer / Team.
3. Refer all safeguarding concerns to the Diocesan Safeguarding Officer / Team.
4. When someone is in immediate risk or needs urgent medical attention, report concerns to emergency services.
5. Discuss regularly with the parish priest / vicar and the PCC any emerging safeguarding issues, and support them in resolving those issues.
6. Work with the Diocesan Safeguarding Officer / Team to determine which members of staff and volunteers need which level of training and when refresher training is needed, and ensure that this is satisfactorily completed.
7. Have an awareness of all activities involving children and vulnerable adults, keep a record of them and assist with the safeguarding risk assessment of these activities.
8. Help facilitate discussions about what the parish sees as a safe culture, what the current barriers may be and how they might be resolved.
9. Support the PCC in the delivery of its responsibilities around safer recruitment and people management – for instance, by maintaining records, supporting recruitment, coordinating DBS applications (including updates to DBS status), and seeking advice from the Diocesan Safeguarding Officer / Team.
10. Ensure safeguarding contact details are displayed in all Church premises and on websites (where applicable);
11. Where appropriate, help the parish develop protocols to keep themselves and their visitors safe.
12. Contribute to relevant reports and meetings with a safeguarding perspective, to support the vicar / priest and the PCC in the delivery of their safeguarding responsibilities.